

City of Rockville
Department of Recreation and Parks
Special Events

Community Events Policy

The City of Rockville, Department of Recreation and Parks, offers assistance to Parent Teacher Associations, Home Owners Associations, and Civic Associations within the City of Rockville who would like to host a special annual community event.

Although the primary responsibility for planning and coordinating the event will be that of the sponsoring organization, the City of Rockville will provide assistance with activities, equipment, supplies, publicity, and recommendations.

1. Sponsoring organizations must be a recognized City of Rockville Civic Associations, Home Owners Association, or PTA.
2. Applications are approved at the discretion of the Recreation and Parks Department. Applications from organizations must be received at least **five weeks prior to the date of the event**. The number of supported events per week or weekend is limited, and dates are available on a first come, first served basis. Alternative dates and rain dates may be requested. Organizations should contact the City as soon as possible to confirm date availability.
3. Organizations are limited to **one** City co-sponsored event per fiscal year (July 1 – June 30).
4. Requested events cannot conflict with any City-sponsored functions/events or City holidays (see list of **City of Rockville Special Events**).
5. For those groups requesting amusements, a **deposit of \$150.00 must accompany the application** which lists the support services and equipment available from the City. Check or money order should be made payable to the **City of Rockville**.

Organizations requesting City equipment are responsible for any damages incurred during their use. The security deposit of \$150.00, which is required at the time of application, will be held until the equipment is returned. Deposits will be returned within two weeks after the events, if there are no damages. A replacement supply list will be made available if needed.

6. Annual events are not automatically renewable. Applications must be made each year. No application will be accepted more than **twelve months prior** to the date of the event.
7. The primary responsibility for planning, organizing and implementing the event will be that of the sponsoring organization. City staff will be available for consultation, advice, and/or recommendations concerning event administration.
8. The sponsoring organization has the responsibility for recruiting and supervising volunteer help for the event.

9. List of City Amusements and Equipment:

The following amusements and equipment will be delivered to your event locations with the **exception** of the face painting supplies, button maker, parachute, lollipop tree, tug-of-war rope that need to be picked up at City Hall in the Event Specialist's office the week before the event.

Equipment: The following support equipment will be provided on a limited basis:

Trash litter boxes Cones Chairs Tables

Minor Amusements: A choice of three of the following are also available:

Face Painting Supplies Popcorn Machine Sno Cone Machine
Button Maker Lollipop Tree* Sports bag
Parachute

The moonbounce is **not** available. Community groups will need to rent their own moonbounce/major amusement.

Supplies for these amusements must be obtained by the sponsoring organization.

10. The City strongly discourages organizations from charging a fee for use of equipment the City has provided. If fees are charges for fundraising purposes, the profits from these events are to be divided 50/50 between the organization and the City of Rockville Youth Recreation Fund.
11. In the event of inclement weather, the City of Rockville reserves the right to determine the operation of outdoor equipment, which may include cancellation.
12. Organizations must obtain a **Montgomery County Special Food Service License** to sell or give away food. Applications are available from the Department of Health and Human Services, Health Promotion, Prevention, and Permitting Services, 401 Hungerford Dr., First Floor, Rockville, Maryland 20850. Phone 301-217-7272. Fax 301-217-7305
13. If requested, the City of Rockville Graphics Department will print a maximum of 500 flyers. Artwork must be camera ready and received no later than four weeks prior to the event. Flyers and any additional printed material should recognize **The Mayor and Council of Rockville** or, as an alternative, where appropriate, **Co-Sponsored by City of Rockville.**

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15. To reserve a City park for your event, you must call the Rockville Civic Center at 240-314-8660.

For clarification or more information, please contact:

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